

Clerical and Office Branch
Office Machine Operation Group
Police Series

POLICE RECORDS SPECIALIST III

07/00 (LBT)

Summary

Under general supervision, perform responsible clerical support record keeping functions in accordance with established procedures and requirements.

Typical Duties

Perform specialized police record keeping duties. Involves: reviewing , transcribing , and authorizing entry of reports from a variety of sources; performing detailed checking and editing of reports entered by others; verifying and processing forms as authorized; maintaining related electronic and manual records; classifying and checking accuracy, completeness and legibility of documents; responding to ordinary inquires and complaints by conferring or corresponding with representatives of other agencies and other department to trace and furnish information, detect discrepancies, explain and correct errors; informing Police personnel on incomplete or faulty entry or dictation; answering questions from Police personnel about computer operation; maintaining logs of entries, lists of codes and definitions; running reports to identify faulty data; compiling complex statistical reports; training uniformed personnel on use of recording system; compiling data to respond to requests in compliance with Open Records Act, Texas Criminal Laws, Texas Family Code, Texas Motor Vehicle Law and any applicable federal statute; expunging records upon valid order; taking fingerprint impressions, making fingerprint comparison, taking photos, checking and processing criminal history documents.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: substituting for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher-grades, non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under general supervision; maintaining awareness of occupationally related technological, legal, and methodological developments; logging activities; preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean.

Minimum Qualifications

Education and Experience: Graduation from high school or G.E.D. and four (4) years experience using automated record keeping systems; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Considerable knowledge of: the methods, practices and procedures of law enforcement record keeping; rules and regulations governing the release of information from police records; coding procedures and police terminology. Good knowledge of business English, spelling, and arithmetic; the operation of automated data processing systems. Some knowledge of voice transcribing equipment.

Ability to prepare reports and maintain records; enter detailed information accurately; detect data errors; express oneself clearly and concisely both orally and in writing; transcribe from recordings; establish and maintain effective working relationships with fellow employees, officials and the general public; operate office equipment such as typewriters, cash registers, calculators, copy machines, automated and computerized storage and retrieval systems, fax machine, transcribing equipment, word processors, computers systems equipment, microfilm equipment, photography equipment, and various fingerprint equipment, and multi-user archival and retrieval system (optical system)

Physical Effort & Work Environment: Moving equipment of moderate weight (averaging up to 25 pounds).

Special Requirements: Subject to call back during non-working hours in response to emergencies or unforeseen circumstances; work flexible schedules, holidays and weekends. Must pass a rigorous background investigation.

Director of Personnel

Department Head